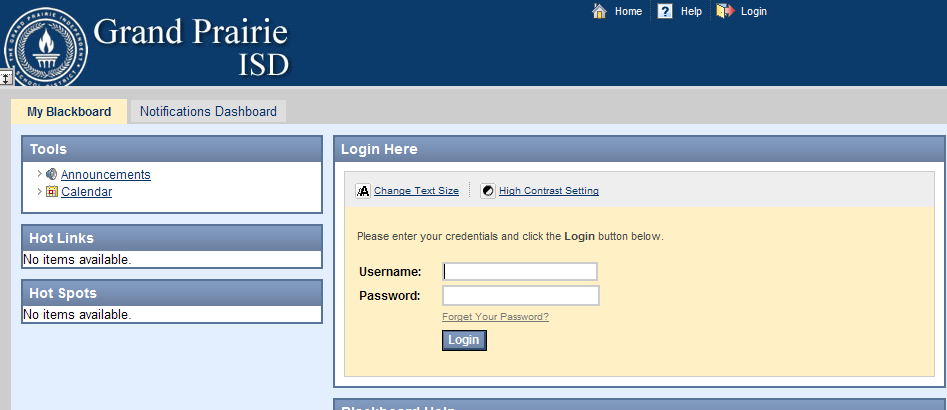
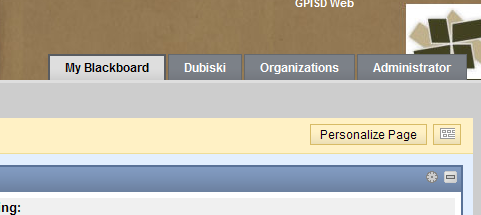
** Blackboard Basics**

[**gpisd.blackboard.com**](http://www.gpisd.blackboard.com)

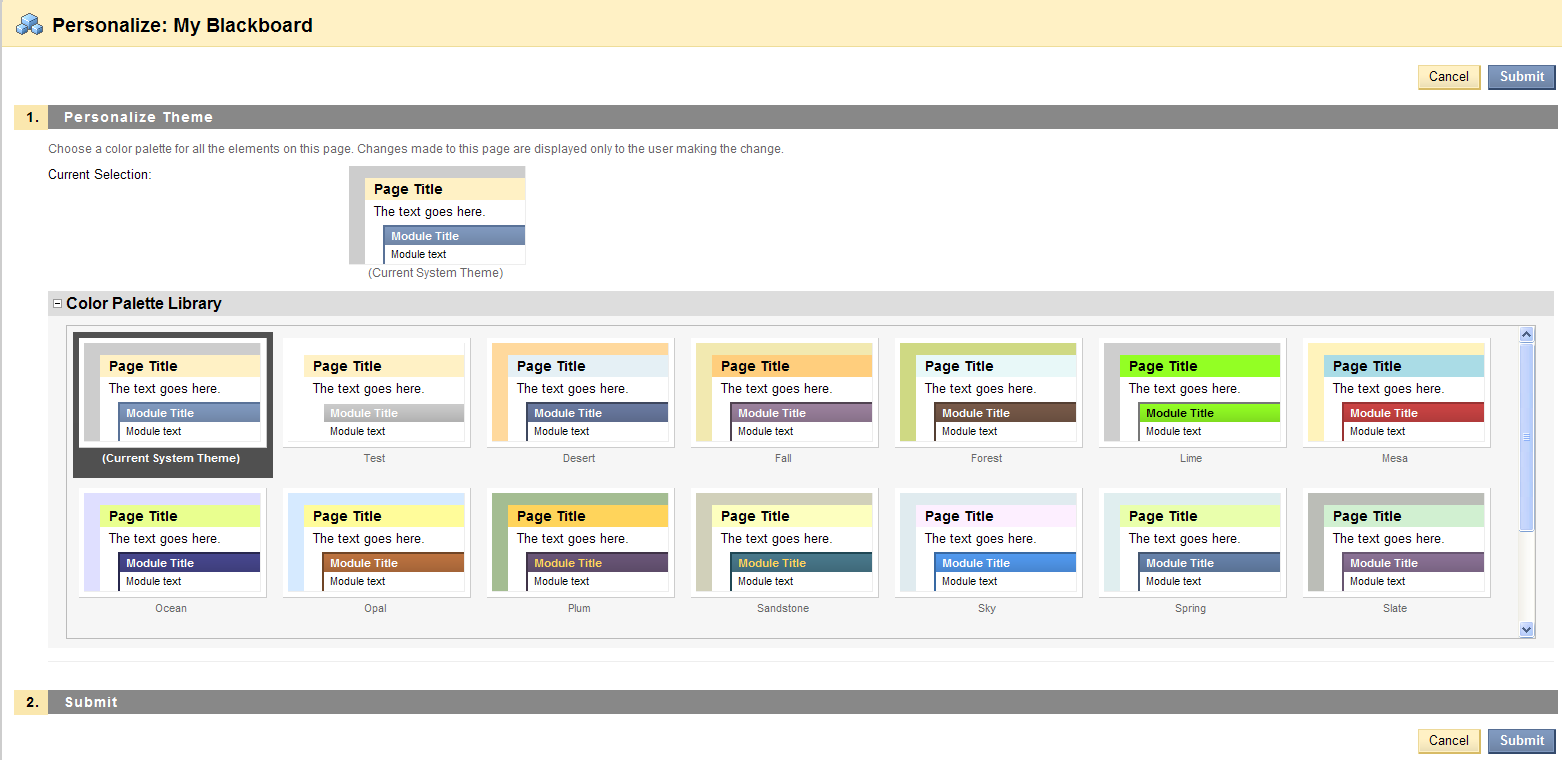


You can change the background color theme of your Blackboard course by clicking on “Personalize Page” in the top right corner.

****

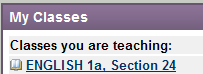
Choose a palette by clicking on the word description below your color choice.

Click on **Submit**.



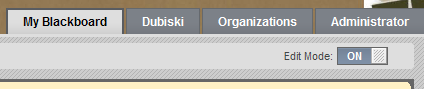
Under “My Classes” and “Classes you are teaching:” on the right side, click on your 1st course to set up.

You will see your courses listed here.

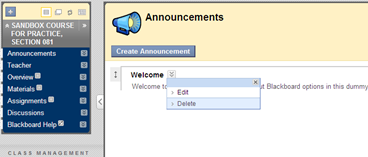


Make sure the “Edit Mode” button says ON

Click once to turn off and on.

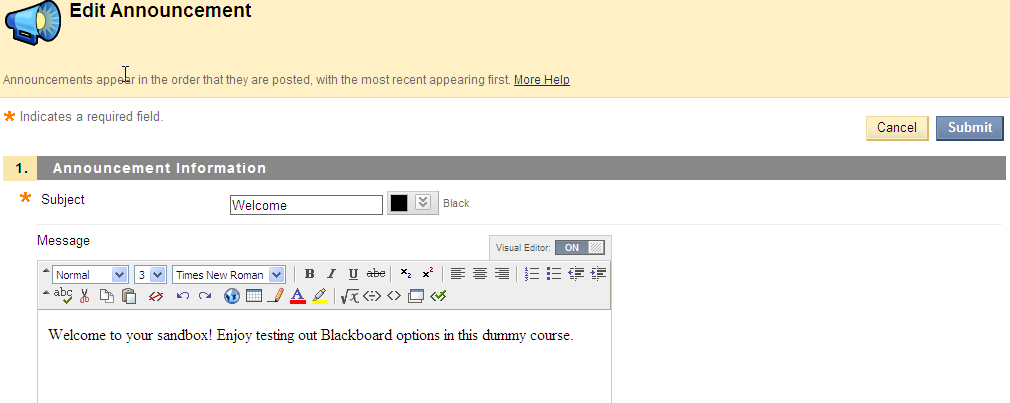


To Change your **Announcement page**, click on the down arrows next to “Welcome” and select Edit.

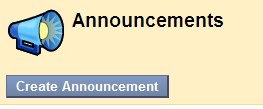


Make appropriate changes to your Announcement page.

Click on Submit when you’re finished.

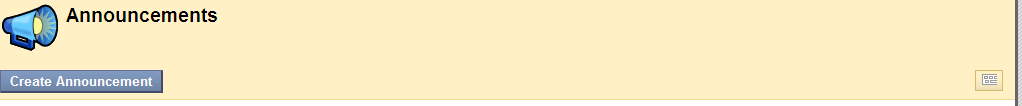


Click on the “Create Announcement” link to add separate Sections to your page.



Click on Submit when finished adding the new Announcement.

To change the order of your Announcements, click on the “Keyboard Reordering” icon in top right corner.



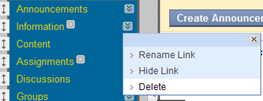
Select and move your Announcements.

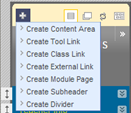
**Delete menu links in the left column**:

Click on the double-down arrows to the right of your menu link you’d like to delete,

Then Click on Delete.

A ‘warning box’ appears asking if you’re sure you’d like to Delete, Verify then click OK



**Create Menu Links:**

To add menu links:

Click on the Plus Sign (+) in the top left corner of menu list.

Novice users should select Content Area or Tool Link.

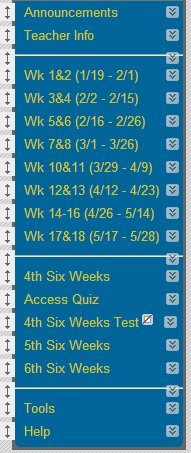
Type in the Name: “*Announcements*”

Check “Available to Users” box

Click on **Submit**

Suggestions for Menu items you may wish to input in your Menu List include:

* + Course Syllabus
  + Week 1, Chapter 1, 1st Six Weeks
  + Divider lines between course sections, Six weeks grading periods
  + Tools options page



***An example of a teachers’ Menu List from last semester:***

*Suggested Link options:*

Tool Link – “Announcements”

Content Area – “Syllabus”

Tool Link - “Teacher Info”

Content Area - Name: *your assignment name - agreed upon by y our dept.*

Tool Link – “Tools” – type: Tools Area

Divider Line – inputs a divider line in your Menu List

Click on the two up/down arrows to left of the line to move if necessary. 

**Tools Area** allows students to see everything that Blackboard offers. It is easier for students to locate “Tools” when it’s listed in the menu. We will discuss which Tools to ‘hide” before 8/23.

\*\*\* Keep the Help menu available in your left-column menu list (Do not delete)

**\*\*\* REPEAT THE ABOVE STEPS FOR ALL OF YOUR COURSES \*\*\***

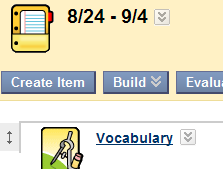
**To add actual assignments in your courses:**



* + Click on the “*assignment name”* in your Menu List
  + In Lesson box, Click “Create Item”
  + Fill in the appropriate lesson information
  + Submit Repeat to continue adding assignments.

**Copy assignments into your other courses: BE VERY CAREFUL WHEN COPYING ASSIGNMENTS!**

Click on the drop-down arrow to the right of your assignment





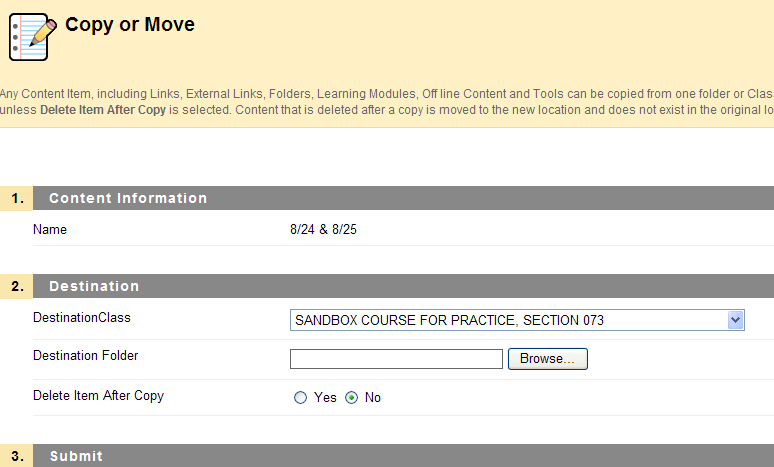
Select “Copy” from the dialog box.

In “Destination Class” click on the class you’d like to copy this assignment into.

Click on “Browse” to select the Destination Folder to copy into

**Select “NO”** to Delete Item After Copy. \*\*\*\* **BE VERY CAREFUL WHEN COPYING!!** \*\*\*\*\*

Double check your selections, then click Submit on the right hand side of screen.



**To verify the assignment was copied**: Click on “My Blackboard” in top right of screen

Under “My Classes” “Classes you are teaching:” Click on the section you copied to

Look in the folder you copied it to, and the assignment should be there.

Online Tutorials and User Manuals are available from the home page of your Blackboard account.